

## Direct Certification School Year 2007-08

Local Educational Agencies (LEAs) must notify households of their eligibility for free meals based on Direct Certification and maintain a record of the notification. The notification must include:

- the student(s) eligible for free benefits,
- a statement that no further application is necessary, and
- the household must notify school officials if they do not want free benefits for their student(s).

Attached is a prototype notification letter for Direct Certification, *Eligibility Notification Letter-Direct Certification*. The page is designed to be printed on 8½" by 11" paper.

Questions regarding this packet may be directed to the School Nutrition Training and Programs Office at 517-373-3347.

## ELIGIBILITY NOTIFICATION LETTER - DIRECT CERTIFICATION

Date:

Dear Parent or Guardian:

The following student(s) in your household is (are) approved for free school meals based on participation in the Food Stamp/FIP Programs.

Name of Student	Grade	School

### **APPROVED**

- ☐ Free Lunch  
☐ Free Breakfast  
☐ Free Afterschool Snack

No further application is necessary, please do not complete a Free and Reduced Price School Meals Family Application for the student(s) listed above.

If you have student(s) in your household who are not listed above, you can apply for free or reduced-price school meals for those students by completing a Free and Reduced Price School Meals Family Application.

If a doctor has determined that your child has a disability, and the disability would prevent the child from eating the regular school meal, the school will make any substitution prescribed by a doctor at no extra charge. For further information, please call \_\_\_\_\_. The doctor's statement, including prescribed diet and/or substitution, must be submitted to the food service department at your school.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

If you have any questions, please call [insert contact information] or write:

If you do not want your student(s) to receive free meals, please fill out and return the statement below to the school office.

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I do not want my student(s) \_\_\_\_\_ to receive free meals.

\_\_\_\_\_  
Parent or Guardian Signature    Date